



# Charging and Remissions Policy (STATUTORY)

This policy is monitored for effectiveness by the headteacher and is reviewed annually, or where necessary in light of changes to the law or statutory guidance.

<p><b>Other Information:</b> See lettings document for additional information</p>	<p>Reviewed: 12<sup>th</sup> October 2020</p>
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## **INTRODUCTION**

Educational experiences should be accessible to all our children. We do not charge for any activity undertaken as part of the delivery of the National Curriculum in school. Ladybridge Primary School does, however, provide a range of activities in order to enrich children's learning.

## **Voluntary Contributions**

When organising school trips, visits or specialist speakers/workshops, which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, either the school will subsidise the trips and activities or they may be cancelled.

If a parent wishes their child to take part in a trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully. Sometimes the school pays additional costs in order to support activities. Parents have a right to know how each trip, visit or event is funded. The school provides this information on request.

Requests for refunds will be considered on an individual basis according to the circumstances and only when the school will not incur any costs.

Additional activities organised by the school include:

- visits to museums and theatres;
- sporting events;
- musical performances;
- visitors in school;
- outdoor adventure activities.

## **School Trips**

All initial deposits for school trips will be non-refundable. Parents will be informed of this when they are provided with initial information about the trip.

In the event that the school has to cancel a trip due to foreseen circumstances, parental contributions will be refunded.

In the event that a school trip is cancelled due to unforeseen circumstances, it is at the headteacher's discretion as to whether a refund is given to parents. The headteacher will consult the governing board on the matter, taking into account the cost to the school, including alternative provision cost.

In the event that a school trip is postponed due to unforeseen circumstances, it is at the headteacher's discretion as to what happens with the parental contributions for the trip. The headteacher will discuss options with the governing board, which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.

In the event that a pupil or their parents cancel their place on a trip, it is at the headteacher's discretion as to whether a refund is given to parents. The headteacher will consult the governing board on the matter, taking into account the reason for cancellation,

whether the school will be reimbursed for the pupil's place on the trip, and whether the place on the trip can be offered to another pupil.

Where a pupil or their parents have previously cancelled a place on a trip and received a full refund, the school has the right to refuse to allow the pupil to attend future trips and visits.

In the event that a pupil cannot attend a trip at the last minute (e.g. due to illness), it is at the headteacher's discretion as to whether a refund is given to parents. The headteacher will consult the governing board on the matter, taking into account whether the school will be reimbursed for the pupil's place on the trip and whether the place on the trip can be offered to another pupil.

Once trip arrangements have been booked and confirmed, if contributions exceed the total cost of the trip, a refund will be given where the excess is greater than £1 per pupil. If the excess is less than £1 per pupil, this will be paid into the school's account.

Excess expenditure will be subsidised by the school fund.

The school will deal with cancellations and refunds on a case-by-case basis, ensuring that all pupils and their families are treated equally.

If a parent wishes to make a complaint about refunds, they can do so via the Complaints Procedures Policy.

### **Residential Visits**

The school organises a residential visit which is to provide education directly related to outdoor and adventurous activities. This trip takes place from Monday to Friday. We make a charge to cover the costs of travel expenses, board and lodging, however this charge will not exceed the actual cost.

### **Extra Curricular Clubs**

A wide range of clubs are offered after school, the vast majority of which are free. When a specialist teacher or qualified coach runs and organises these sessions a small charge will be made to cover the cost of the sessions.

### **Swimming Lessons**

The school also organises swimming lessons for children in KS2. These take place in school time and are part of the National Curriculum. We make no charge for this activity.

### **Music Lessons**

The School allows Bolton Music Service and 'Rocksteady' to undertake individual/small group tuition lessons during the school day. These lessons are separate to the music curriculum. These lessons are charged directly to the parent/carer by both companies.

### **Damaged or Lost Items**

The school may charge parents for the cost of replacing items broken, damaged or lost due to their child's behaviour.

## **CONCLUSION**

Charges are used only to cover the expenses of a trip, visit or activity, and not to make profit.